

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 18, 1980

ALL-COUNTY INFORMATION NOTICE I-11-80

TO: ALL COUNTY WELFARE DIRECTORS
ALL STAFF DEVELOPMENT OFFICERS

SUBJECT: NEW STAFF DEVELOPMENT SEMINAR

REFERENCE:

The Regional Office of Family Assistance, Department of Health, Education and Welfare, recently notified us that they plan to conduct a two-day Staff Development Seminar, January 30-31 in San Francisco.

We informed all staff development officers of this conference in a recent informal communication. At that time, the finalized agenda and logistical information were not available. We have since received the attached information and have been notified that the meeting will be held at the Office of Family Assistance Regional Office at 100 Van Ness Avenue, (20th floor conference room) in San Francisco from Wednesday, January 30, 9:00 a.m. through Thursday, January 31st.

We recognize that many counties will not be able to attend this conference, and the department will communicate to county welfare departments the major outcomes of the meeting.

If you have any questions, please call Diane Just, Training Bureau, (916) 445-6271.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Claude Finn'.

CLAUDE FINN
Deputy Director

Attachment

Staff Development Seminar - Agenda

Wednesday, January 30

8:30 - 9:00 Registration

9:00 - 9:15 Introductory Remarks

Assistant Regional Commissioner
Office of Family Assistance

- Introduction of Region IX Social Security
Administration Commissioner
- Regional and National Training Objectives

9:15 - 10:15 Overview of Current and Ongoing Office of
Family Assistance Objectives

- Status of Revised HEW Staff Development
Regulations
- Current OFA Central Office Activities in
Staff Development (e.g. National Training
Programs being developed)
- Ongoing OFA activities in Staff Development

10:15 - 10:30 Coffee Break

10:30 - 12:00 Strengthening the Role of the Supervisor

- Presentation and discussion regarding super-
visory training and how it can strengthen the
role of the income maintenance supervisor.

12:00 - 1:30 Lunch Break

1:30 - 2:30 EPSDT Training Program

- Presentation of a training program which has
been used successfully for training income
maintenance workers on how to inform clients
about EPSDT.

2:30 - 2:45 Coffee Break

2:45 - 4:00 Multi-Media Approach to Training

- Information session about audio-visual instruc-
tional materials which are available from State
agencies in other regions.

Wednesday, January 30, cont'd

---Examples of situations in which audio-visual programs have been especially successful in dealing with difficult problems.

4:30 No host social hour at Raffle's Restaurant

Thursday, January 31

9:00 - 10:15 Alternate Instructional Approaches

---Speaker will describe alternate instructional approaches to traditional classroom instruction through the use of decision logic tables, desk aides and handbooks.

---Speaker will provide specific illustrations of how a selected number of jurisdictions have utilized other approaches (e.g. New York State and Wisconsin)

---Will conduct discussions on ways to more extensively use alternate instructional approaches.

10:15 - 10:30 Coffee Break

10:30 - 11:30 Stress Reduction

---Speaker will: (1) discuss stress as an impediment of the eligibility worker in his/her workplace, (2) outline techniques for coping with stress more successfully, and (3) show how this can be a component of the agency training process.

11:30 - 12:30 Lunch Break

12:30 - 1:00 Annual Training Plans

---Speaker will: (1) identify the rationale, need and benefits of a formal annual staff development plan. (2) describe the key elements in the annual staff development planning process and the components of the plan. (3) identify staff developments role in the experiences of agencies that have developed formal plans.

1:00 - 2:30 State Issues and Concerns

--- Open discussion amongst Federal and State participants regarding (1) major issues of concern to the states, and (2) HEW plans for future activities in the area of staff development.